# How to... Approve / Reject Pay Notes

#### There are 2 ways to access the pay note for editing purposes. The 1<sup>st</sup> way is to select the edit icon for the corresponding pay item.

Projects: O	R BLM 2014(	1) Gr <u>Constru</u>	ictions: Progre	ss Pay Periods	<u>5 IN S</u>							∢ <u>Retur</u>	n To Projects (All)   F	Return To List (Progress	Payment) 🧿
Project In	To Design	Constructio	n Account				-ilu Deserte V r		Volaina	C	·				
Core	Contract Sta	Tus Progres	s Payment		rs Labor/Equip	Deried	ally Reports 1	Daily Diary	Claims	Contract Mod	ifications 1				
Gra	nd Summary	Y Pay Notes	Y Pay Note St	immaries ( No	on CM Pay Items	Period	Account Pro	ogress Pay	ment Tracking	1 /					
Proj	ject Number	: OR BLM 201	4(1) <b>Proje</b>	ct Name: Griz	zzly Mountain Roa	ad Resurfa	cing Contrac	ct Number	: DTFH70-1	4-C-12345	States: OR				
Pay Period Start Dat	d Number: 5 e: Au	gust 18, 2014						Pay En	/ment Type: I d Date: S	nitial September 17	, 2014				
Search Fi	lters:									T	o orar	ngo cir			
Keyword											le Ulai	ige cli		Sta	tus 🔘 Draft
Contract Mods	[select] 💌			clear						ir	dicate	s if a p	ау		Pending
										n	ote is i	n the		Part	Processed
										fc	ollowin	g statu	ises:	Cont	ract  No
											Draft	•			
Apply Sea	irch										Dian				
										•	Pend	ing Re	view		
Contract Aı \$680,295.8	mount: 30	Revised C \$896,754	Contract Amoui .98	nt: Ci \$(	urrent Approved ).00	Amount:	Progress Pa Previous Paid I \$162,441.60	yment Peri Expenditur	od Totals re: 1	o Date	Rejec	ted		Percent Work Comp 14.125 %	leted:
Close Go	overnment Re	ceiving Report	Progress Paym	ent Report P	ogress Payment F	eport (Con	tractor Version)	Items 1	20 of 55					Jump 1	▼   <u>Next &gt;</u>
			Contract	Quantities		Revise	d Quantities		Curren	t Quantities			Probabl	e Quantities	
	Line # v	Quantity <b>*</b>	Unit Price <b>*</b>	Pay Units <b>v</b>	Amount v	QTY	Amount	Current	Previous	To Date	Amount	<u>Comp %</u> ▼	Probable QTY	Probable Amount	<u>0/U %</u> ▼
<b>a</b>	Pay Item	<u>#</u> ▼:15101-00		СМ #:	Pay Item Typ	<u>e</u> ▼:N	Description: M	OBILIZATI	ON						
<b>U</b> ()	A0020	All	\$75,000.00	LPSM	\$75,000.00	100%	\$75,000.00	\$0.00	\$5,000.00	\$5,000.0	0 \$5,000.00	6.67	100%	\$75,000.00	0.00
	<u>Pay Item</u>	<u>#</u> ▼:15201-00	000	CM #:	<u>Pay Item Typ</u>	<u>e</u> ▼:N	Description: C	ONSTRUCT	ION SURVEY	AND STAKIN	G				
	A0040	All	\$69,000.00	LPSM	\$69,000.00	100%	\$69,000.00	\$0.00	\$11,368.00	\$11,368.0	0 \$11,368.00	16.48	100%	\$69,000.00	0.00
	Pay Item	<u>#</u> ▼:15301-00	010	CM #:	Pay Item Typ	<u>e</u> <b>₹:</b> N	Description: Co	ONTRACTO	R QUALITY C		ASSURANCE				
40	A0 60	All	\$27,000.00	LPSM	\$27,000.00	100%	\$27,000.00	\$0.00	\$14,600.00	\$14,600.0	0 \$14,600.00	54.07	100%	\$27,000.00	0.00
					lte ta a co										

approve individual pay notes.

#### There are 2 ways to access the pay note for editing purposes. The 2<sup>nd</sup> way is to select the "Pay Notes" tab.



							Progress Pa	iyment Peri	od Totals						
Contract \$680,29	Amount: 5.80	Revised ( \$896,754	Contract Amour 4.98	nt:	Current Approved Amount: Previous Paid E \$0.00 \$162,441.60		Expenditur	Expenditure: To Date Expenditure: \$162,441.60			Probable Amount: \$1,150,014.98		Percent Work Comp 14.125 %	leted:	
Close	Government Re	ceiving Report	Progress Paym	ent Report	Progress Payment	ogress Payment Report (Contractor Version) Items 1-20 of 55							Jump 1	▼   <u>Next &gt;</u>	
Contract Quantitie					Revised Quantities			Current Quantities				Probab	le Quantities		
	<u>Line #</u> ▼	Quantity <b>v</b>	<u>Unit Price</u> ▼	Pay Units	Amount v	QTY	Amount	Current	Previous	To Date	Amount	Comp % •	Probable QTY	Probable Amount	<u>O/U %</u> ▼
	Pay Item	<b>#▼:</b> 15101-0	000	CM #	: <u>Pay Item Ty</u>	<u>e</u> <b>▼:</b> N	Description: M	OBILIZATI	ON						
<b>=</b> 🔾	A0020	All	\$75,000.00	LPSM	\$75,000.00	100%	\$75,000.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	6.67	100%	\$75,000.00	0.00
	Pay Item	# <b>*:</b> 15201-0	000	CM #	: Pay Item Typ	<u>e</u> ▼:N	Description: C	ONSTRUCT	ION SURVEY	AND STAKING					
•	() A0040	All	\$69,000.00	LPSM	\$69,000.00	100%	\$69,000.00	\$0.00	\$11,368.00	\$11,368.00	\$11,368.00	16.48	100%	\$69,000.00	0.00
	Pay Item	<b># - :</b> 15301-0	010	CM #	Pay Item Typ	<u>e</u> <b>▼:</b> N	Description: C	ONTRACTO	R QUALITY C	ONTROL AND	ASSURANCE				
1	A0060	All	\$27,000.00	LPSM	\$27,000.00	100%	\$27,000.00	\$0.00	\$14,600.00	\$14,600.00	\$14,600.00	54.07	100%	\$27,000.00	0.00

# To quickly find pay notes, use filters as appropriate.

Projects: OR BLM 2014(1)	Gr Construction	is: Progress Pay Per	riods <u>5 INS</u>					eturn To List (Main) 📀			
Project Info Design	Construction	Account Team									
Core Contract State	Progress Pa	yment SubContr	actors Labor/Equip	oment V Daily Reports V Daily Diary V Cl	aims Contract Modifi	cations					
Grand Summary	Pay Notes Pa	y Note Summaries	Non CM Pay Items	V Period V Account V Progress Payment	Tracking	t					
					- 1						
Project Number:	OR BLM 2014(1)	Project Name:	Grizzly Mountain Ro	ad Resurfacing Contract Number: D	FH70-14-C-12345	States: OR	<b>V</b>				
Search Filters:											
Line Number A004	0:15201-0000 N C	CONSTRUCTION SUF	VEY AND STAKING		▼ FHWA I	nspector					
Pay Item Number					<ul> <li>Contractor I</li> </ul>	nspector	~				
Pay Item Type Status O Draft O Pending Review O Approved O Rejected O Finalized											
Pay Note Date	select	clear to	select	clear		Show This Period	Show All Periods				
Apply Search Clear											
Items 1-1 of											
Items 1-1 of 1											
Items 1-1 of 1 Actions Pay Note	Line Number	<u>Pay Item #</u> •	Pay Item Type	Description	Pay Note Date V	Contractor Inspector	FWHA Inspector •	<u>Status</u> •			
Items 1-1 of 1 Actions Pay Note	Line Number	Pay Item # ▼ 15201-0000	<b>Pay Item Type</b>	Description CONSTRUCTION SURVEY AND	Pay Note Date ▼ Aug 19, 2014	Contractor Inspector *	FWHA Inspector •	Status <b>•</b> Pending Review			
Items 1-1 of 1 Actions Pay Note	Line Number	Pay Item # ▼ 15201-0000	<b>Pay Item Type</b>	Description CONSTRUCTION SURVEY AND	<u>Pay Note Date</u> ▼ Aug 19, 2014	Contractor Inspector <b>v</b>	FWHA Inspector <b>v</b>	Status <b>•</b> Pending Review			
Items 1-1 of 1 Actions Pay Note	Line Number	Pay Item # • 15201-0000	Pay Item Type	Description CONSTRUCTION SURVEY AND	Pay Note Date v Aug 19, 2014	Contractor Inspector <b>v</b>	FWHA Inspector V	Status <b>v</b> Pending Review			
Items 1-1 of 1 Actions Pay Note S 54 Items 1-1 of 1	Line Number 0040	Pay Item # * 15201-0000	Pay Item Type	Description CONSTRUCTION SURVEY AND	Pay Note Date V Aug 19, 2014	<u>Contractor Inspector</u> ▼	FWHA Inspector <b>v</b>	Status <b>v</b> Pending Review			
Items 1-1 of 1 Actions Pay Note S 54 Items 1-1 of 1	Line Number 0040	Pay Item # *           15201-0000	Pay Item Type	Description CONSTRUCTION SURVEY AND	Pay Note Date V Aug 19, 2014	Contractor Inspector V	FWHA Inspector <b>v</b>	Status v Pending Review			
Items 1-1 of 1 Actions Pay Note S 54 Items 1-1 of 1	Line Number	Pay Item # v 15201-0000	Pay Item Type	Description CONSTRUCTION SURVEY AND	Pay Note Date v Aug 19, 2014	Contractor Inspector v	FWHA Inspector <b>v</b>	Status <b>v</b> Pending Review			
Items 1-1 of 1 Actions Pay Note S 54 Items 1-1 of 1	Line Number	Pay Item # ▼ 15201-0000	Pay Item Type N	Description CONSTRUCTION SURVEY AND	Pay Note Date v Aug 19, 2014	Contractor Inspector <b>v</b>	FWHA Inspector <b>v</b>	Status <b>v</b> Pending Review			

Pay Note Status:

- Draft Pay note has not been submitted to PE (can still be deleted)
- Pending Review Pay note has been submitted to PE, but not reviewed / approved by PE
- Approved Pay note has been approved by PE
- Rejected Pay note has been rejected by PE
- Finalized Pay note has been added for payment (can only access by selecting the "Pay Notes" tab)

Projects: OR BLM 2014(1)	Gr Constructions	: Progress Pay Per	iods <u>5 INS</u>				A Return To Projects (All)   R	eturn To List ( <mark>1</mark> ain) 📀			
Project Info Design	Construction 7	Account Team									
Core Contract Statu	Progress Pay	ment SubContra	actors 🗸 Labor/Equipr	nent V Daily Reports V Daily Diary V Cla	aims Contract Modific	ations					
Grand Summary	Pay Notes Pay	Note Summaries	Non CM Pay Items	Period Account Progress Payment	Tracking						
Project Number:	OR BLM 2014(1)	Project Name:	Grizzly Mountain Roa	d Resurfacing Contract Number: DI	FFH70-14-C-12345	States: OR					
Search Filters:											
Line Number A0040:15201-0000 N CONSTRUCTION SURVEY AND STAKING											
Pay Item Number					<ul> <li>Contractor Ir</li> </ul>	spector	·				
Pay Item Type	-					Status 🔘 Draft 🔘 Pending Rev	view 🔘 Approved 🔘 Reje	cted 🔘 Final ced			
Pay Note Date	select	clear to	select	ear		Show This Period	Show All Periods				
Apply Search Clear											
Items 1-1 of 1											
Actions Pay Note •	Line Number	Pay Item # •	Pay Item Type	Description	Pay Note Date •	Contractor Inspector	FWHA Inspector	<u>Status</u> v			
R 📝 54	A 0040	15201-0000	N	CONSTRUCTION SURVEY AND	Aug 19, 2014			Pending Review			
Items 1-1	Items 1-1										

Select the 'edit icon' to edit the pay note, submit pay note to PE, or to approve / reject the pay note.

Projects: OR BLM 2014(1	) Gr Constructions: Pro	ogress Pay F	Periods <u>5 INS: Pay</u>	Note				4 <u>Ret</u>	urn To Projects (All)   Return To List (Pay Notes) 🧿	
Core Contract Stat	Construction Accounts	t SubCor	ntractors Labor/	Equipment	Daily Reports V Dail	y Diary Claims	Contract Mo	Pay Notes mu	ist be reviewed and	k
Project Number:	OR BLM 2014(1) Pr	oject Name	e: Grizzly Mounta	in Road Resurt	facing Contract N	umber: DTFH	70-14-C-12345	approved by	FHWA. <u>All pay note</u>	<u>25</u>
Save & Close Save C	ancel Cancel & Close A	Approve Re	eject Print Previe	w Print Previ	ew (Contractor Versio	n)		must be appr	<u>oved in order to</u>	
Contractor Pay Note	2							process the e	stimate for paymer	<u>nt.</u>
Pay Note: Period: Description: CONSTR	54 INS Pay It 5 INS Pay It UCTION SURVEY AND ST	em Numbe em Type: AKING	r:	1520: Norm	1-0000 al pay item	Line I Conti	Number: act Mod #:	A 0040	By: BrieCCL Van Cleave	
	Contract (	Quantities		Re	vised Quantities		Probables		Pay Note Submitted for Review by BrieCCL	
Acct Quantity	Unit Price	Unit	Amount	Qty	Amount	Quantity	Amount	% Over / Under	Van Cleave on 08-19-2014 at 7:21 pm	
100%	\$69,000.00	LPSM	\$69,000.00	100%	\$69,000.00	100%	\$69,000.00	0.00		
CON01 100%	\$69,000.00	LPSM	\$69,000.00	100%	\$69,000.00	100%	\$69,000.00	0.00		
Pay Note Date*: Entries:	08-19-2014 self Pay Note Entry # Work Date Start Da 08-19-2014 self Work Date End Dat 08-19-2014 self Cocation/Description Per 152.06 payment Total Bid \$896,754 Work Completed to Construction Surver 5.5% of \$69,000 = CON01 Main account	act clear ate*: elect clear e*: elect clear n*: t is prorated .98 date is \$16: y and Stakir \$3,795 It Quantity	B I U B I U I based on the total 2,441.60 = 5.5% Ing Bid Item Total is	ままままま work complete \$69,000 Chain CON01-	■ 🚯 💷 🍄 • .d. <con02-con03:< td=""><td></td><td>*</td><td>Reviews and notes based Dates wo Location Correct 0 Calculati</td><th>d approves the pay d on the following: orked / Description of wo Quantities ons ned documents</th><td>ork</td></con02-con03:<>		*	Reviews and notes based Dates wo Location Correct 0 Calculati	d approves the pay d on the following: orked / Description of wo Quantities ons ned documents	ork
	\$ 3795	ns:	<b>B</b> <i>I</i> <u>U</u>	15 0 Q I	I î 🗐 🦑 •		/			

## Pay note continued:

CON01 Main account Qu Total Pay Note Quantity: Total Production Days: Production Rate: Measured By*:	uantity: \$3,795.00 \$3,795.00 1 \$3,795.00/Day BrieCCL Van Cleave ▼		<ul> <li>Verify the following:</li> <li>Account Quantities</li> <li>Production rates</li> <li>FHWA inspector</li> </ul>
FHWA Inspector: Contractor Inspector: Interim/Final*: Entire Pay Note for Info Only:	Interim Final  Add Document	<	<ul> <li>Contractor Inspector</li> <li>Interim/Final</li> <li>Check supporting documentation</li> </ul>
Documentation: Reference:	B	/ ॻ॒ इ इ च ≣ 🛅 🗊 🍄 •	
Save & Close Save Cance	el Cancel & Close Approve Reject Prin	t Preview Print Preview (Contractor Versio	n)

If any changes are made, press Save.

Projects: OR E	BLM 2014(1)	Gr Constructions: Prog	ress Pay P	eriods <u>5 INS</u> : Pay No	ote				4 <u>Retur</u>	n To Projects (All)   Return To List (Pay N	lotes) 🥐		
Project Info	( Design	Construction Account	nt Y Team										
Core Cor	ntract Status	Y Progress Payment	SubCont	tractors ( Labor/Ec	uipment (	Daily Reports V Dail	y Diary 👔 Claims	Contract Modifica	tions		-		
Grand	Summary	Pay Notes Pay Note	Summaries	Non CM Pay Iter	ns ( Period	Account Y Progr	ess Payment Tra	cking					
Project	t Number:	OR BLM 2014(1) Pro	ject Name	Grizzly Mountain	Road Resur	facing Contract N	umber: DTFH7	0-14-C-12345 <b>St</b>	ates: OR				
Save & Close	Save Can	cel Cancel & Close Ar	prove Rej	ect Print Preview	Print Previ	ew (Contractor Versio	n)		* indicates a required field	Pay Note Info	_		
Contractor Pay Note: Period: Description	Pay Note	54 INS Pay Ite 5 INS Pay Ite TION SURVEY AND STA	<b>m Number m Type:</b> .KING	:	1520 Norm	1-0000 al pay item	Line I Contr	lumber: act Mod #:	A 0040	Created: 08-19-2014 16:15:01 By: <u>BrieCCL Van Cleave</u> Modified: 08-19-2014 16:21:12 By: <u>BrieCCL Van Cleave</u> Approval Information			
		Contract Q	uantities		Re	vised Quantities		Probables		Pay Note Submitted for Review by	BrieCCL		
Acct	Quantity	Unit Price	Unit	Amount	Qty	Amount	Quantity	Amount	% Over / Under	Va on 08-19-2014 at	an Cleave 7:21 pm		
	100%	\$69,000.00	LPSM	\$69,000.00	100%	\$69,000.00	100%	\$69,000.00	0.00				
CON01	100%	\$69,000.00	LPSM	\$69,000.00	100%	\$69,000.00	100%	\$69,000.00	0.00				
Pay Note Da	ite*:	08-19-2014 selec	t clear	1									
Entries:		Davi Nata Catari #1											
		Work Date Start Dat	·o*•	_	_	_	_						
		08-19-2014 sele	ect clear	-					has coveral a	ontions for a n	~~		
		Work Date End Date	*:					The PE	nas several C	phons for a p	ay		
		08-19-2014 sele	ect clear	•				note th	nat is nending	review.			
		Location/Description	*:						iat is periorite				
				B <i>I</i> <u>U</u> ≣	F ₹ ₹	🗏 🛅 🗐 💝 -		<ul> <li>Accept the pay note</li> </ul>					
		Per 152.06 payment	is prorated	based on the total w	ork complete	ed.				and the second	_		
		Total Bid \$896,754.9 Work Completed to o	18 Jate is \$162	,441.60 = 5.5%				<ul> <li>ACC</li> </ul>	ept the pay n	ote with notes	S		
		Construction Survey	and Staking	g Bid Item Total is \$6	9,000			∣∙ Reje	ect the pay no	ote			
		5.5% of \$69,000 =\$	3,795						• •				
		CON01 Main accoun	t Ouantity	- Part of Account Ch	ain CON01-	CON02-CON03:							
		\$ 3795	(,										
		Info Only:											
		Remarks/Calculations	s:										
				B I U	F 🖩 🗐 I	🗏 🛅 🗐 💝 -							
								1.					
		D-1-t-											
		Delete											

## Pay note continued:

		All notes should be added under
CON01 Main account Q	uantity: \$3,795.00	<ul> <li>If any changes were made in calculations and quantities</li> </ul>
Total Pay Note Quantity:	\$3,795.00	Reason for rejecting paynote
Total Production Days:	1	If the PE added any additional
Production Rate:	\$3,795.00/Day	information or pictures
Measured By*:	BrieCCL Van Cleave	Information or pictures
FHWA Inspector:		<ul> <li>Why a pay note is marked for</li> </ul>
Contractor Inspector:	▼	"Information Only"
Interim/Final*:	◉ Interim <sup>©</sup> Final	mermation only
Entire Pay Note for Info Only:		
Supporting Documentation:	Add Document	
Reference:	B / U 📑 🗃 🗮 🔯 🗐 🖏	9 -
Save & Close Save Can	el Cancel & Close Approve Reject Print Preview Print Preview (Contra	ctor Version )

#### Pay note continued:

CON01 Main account Q	uantity: \$3,795.00			
Total Pay Note Quantity:	\$3,795.00			
Total Production Days:	1	]	Very environment entire new m	
Production Rate:	\$3,795.00/Day		You can also mark entire pay r	iote
Measured By*:	BrieCCL Van Cleave		"For Information Only". If mai	rked for
FHWA Inspector:			"For information Only" the pa	v note
Contractor Inspector:				, note
Interim/Final*:	🖲 Interim 🔘 Final		will not be included for payme	ent.
Entire Pay Note for Info Only:			(Will be labeled as I/O on Pay	Note
Supporting Documentation:	Add Document		Summary.) After being marke	d, the
Reference:	₿ / <u>₩</u> ≣ ≣ ≣	1 🗐 💝 -	pay note must be approved.	
		[		
			If the pay note is marked	
			"For Information Only," put	
			an explanation in	
			"Deference"	
Save & Close Save Can	el Cancel & Close Approve Reject Print Preview Print Preview	v (Contractor Version)	Reference.	

Pay notes marked as "For Information Only" will not be included in the production rate calculations. Total Production Days may need to be edited to reflect the smaller quantity.



						Even	if the pay	
						note	is in	
						"Ann	roved" stati	15
Projects: OR BLM 2014(1)	Gr Constructions:	Progress Pay Period	ds <u>5 INS</u>			the F	PE can reject	it. 抐 🕐
Project Info Design	Construction	ccount Team						
Core Contract Status	Progress Payn	ent SubContract	ors 🗸 Labor/Equipme	nt V Daily Reports V Daily Diary V Cl	aims Contract Modificatio	ons		
Grand Summary	Pay Notes Pay	Note Summaries VI	Non CM Pay Items 🗸 F	Period $\chi$ Account $\chi$ Progress Payment	: Tracking			
Project Number:	OR BLM 2014(1)	Project Name: G	rizzly Mountain Road F	esurfacing Contract Number: D	TFH70-14-C-12345 Stat	es: OR		
Search Filters:								
Line Number A0040	:15201-0000 N CO	NSTRUCTION SURVE	Y AND STAKING	r	FHWA Inspe	ector		
Pay Item Number	•				Contractor Inspe	atus O praft O Pending Peviev		C Finali ed
Pay Note Date	select	clear to	select clear	•		Show This Period O Show	ow All Periods	
Apply Search Clear								
Items 1-1 of 1								
Actions Pay Note V	Line Number	Pay Item # •	Pay Item Type	Description	Pay Note Date <b>*</b>	Contractor Inspector	FWHA Inspector <b>•</b>	<u>Status</u> v
8 2 54	A 0040	15201-0000	N	CONSTRUCTION SURVEY AND	Aug 19, 2014			Approved
Items 1-1								

Select the 📝 "edit icon" to go back to the pay note and reject it.

Projects: OR BLM 2014(1) Gr Constructions: Progress Pay Periods	<u>5 INS</u>	∢ <u>Retur</u>	n To Projects (All)   F	Return To List (Progress F	Payment) 🗿						
Project Info (Design) Construction Account (Team											
Core Contract Status Progress Payment SubContractor	s 🗸 Labor/Equipment 🗸 Daily Reports 🗸 Daily Diary Y Claims Y Contract Modifications 📘										
Grand Summary Pay Notes Pay Note Summaries No	n CM Pay Items V Period V Account V Progress Payment Tracking				1						
Project Number: OR BLM 2014(1) Project Name: Griz	zly Mountain Road Resurfacing Contract Number: DTFH70-14-C-12345 States: 0	R									
Pay Period Number: 5 Start Date: August 18, 2014	Payment Type: Initial End Date: September 17, 2014										
carch Filters:     Keyword     Status O Draft O Pending O Processed       Contract Mods [select]     Part of a Contract Mod O Yes O No											
	Progress Payment Period Totals										
Contract Amount:         Revised Contract Amount:         CL           \$680,295.80         \$896,754.98         \$0	rrent Approved Amount: Previous Paid Expenditure: To Date Expenditure: .00 \$162,441.60 \$162,441.60	Probable A \$1,150,014	mount: 4.98	Percent Work Comp 14.125 %	eted:						
Close Government Receiving Report Progress Payment Report Pr	ogress Payment Report (Contractor Version) Items 1-20 of 55			Jump 1	▼   <u>Next &gt;</u>						
Contract Quantities	Revised Quantities Current Quantities		Probab	le Quantities							
Line # v Quantity v Unit Price v Pay Units v	Amount v QTY Amount Current Previous To Date Amount	<u>Comp %</u> ▼	Probable QTY	Probable Amount	<u>O/U %</u> ▼						
Pay Item # •: 15101-0000 CM #:	Pay Item Type <b>•</b> : N Description: MOBILIZATION										
🗐 🥥 A0020 All \$75,000.00 LPSM	\$75,000.00 100% \$75,000.00 \$0.00 \$5,000.00 \$5,000.00 \$5,000.00	6.67	100%	\$75,000.00	0.00						
Pay Item # v: 15201-0000 CM #:	Pay Item Type v : N Description: CONSTRUCTION SURVEY AND STAKING										
3 ▲ A0040 All \$69,000.00 LPSM	\$69,000.00 100% \$69,000.00 \$0.00 \$11,368.00 \$11,368.00 \$11,368.0	16.48	100%	\$69,000.00	0.00						
<b><u>v Item #</u> •:</b> 15301-0010 CM #:	Pay Item Type •: N Description: CONTRACTOR QUALITY CONTROL AND ASSURANC	1									

The green ② circle indicates that all pay notes for this pay item have been approved by the PE.

Select the 📝 "edit icon" to go back and reject a pay note.

#### In the Grand Summary, icons will show the current status of the pay note.



General order of operations:

- Contractor will complete a pay note and "Submit to PE"
  - icon will appear Orange, and 1/3 filled when "Submitted to PE"
- PE will review the submitted pay sheet and "Approve" or "Reject"
  - Icon will appear Green, and 2/3 filled when pay note is "Approved"
  - icon will appear Orange, and 1/3 filled when pay note is "Rejected"
- PE will review all "Approved" pay notes, adjust retent, and probables as the final step of the pay period, but before the next pay period is created and select"Add to Payment"
  - icon will appear blue, and completely filled when "Added to Payment"